

Distribution:

Graduate Coordinators and Departmental Financial Staff

Recommended Action:

Share with the appropriate people in your department and make sure that tuition waiver requests are submitted before the deadline: **5pm, May 31, 2024.**

Details:

We invite departments to submit tuition waiver requests in *GradStatus* for graduate students who are eligible for a tuition waiver for Summer 2024 starting **Monday, April 8, 2024.**

Students can be eligible for a tuition waiver during the summer semester if they meet one of the following conditions:

1. **SUMMER SEMESTER:** *Students working at least 13 hours as a graduate assistant and enrolled for at least 9 graduate credit hours during the summer semester.*
2. **PRECEDING YEAR:** *Students who have held an assistantship of at least 13 working hours during both the fall and spring semesters of the current fiscal year. Also, the student must have been enrolled for at least 12 graduate credit hours each semester.*
3. **UPCOMING YEAR:** *Students presenting acceptable evidence of employment, working at least 13 hours as a graduate assistant, and enrolled for 12 graduate credit hours, for the fall and spring semesters of the upcoming academic year.*
4. **SPLIT YEAR:** *Students working at least 13 hours as a graduate assistant in the current spring semester who also present acceptable evidence of employment working at least 13 hours as a graduate assistant during the upcoming fall semester. The student must enroll for 12 graduate credit hours for both semesters.*

We anticipate a high volume of requests; therefore, **we will not accept** email requests. All requests must be submitted through *GradStatus*.

If you do not have access to *GradStatus*, please complete the new [GradStatus Access Request Form](#). You will need your UGA MyID, 81X Number, and a list of departments for which you will need access in *GradStatus*.

You can find “how to” instructions in our new [knowledge base](#), including information on [how to submit a tuition waiver in GradStatus](#). This knowledge base is brand new and additional resources will be added in the coming months.

INSTRUCTIONS

- Please log into *Grad Status* at <https://gradstatus.uga.edu/Forms/G104>.
- Complete the Waiver Request Form for Summer 2024.
- Select the appropriate summer eligibility condition on the form*.

*If you select the “Summer Semester” condition, you will have to enter the assistantship start and end date.

If you have any questions, please get in touch with the Graduate School Business Office email gradfinance@uga.edu for assistance.